

REGISTER OF ELECTORS

Statement for registration of a Civil Servant serving outside the State

Please read the notes carefully before completing the form.

Part A – Particulars of Applicant

I am a civil servant and a qualified person to whom section 12 of the Electoral Act 1992 applies and, but for the requirements of my duties as such civil servant, I would be resident at –

| | | | | | | | | |
|--|---|--|--|--|--|--|--|--|
| Insert full postal address of premises in the State in which, but for the requirements of your duties, you would be resident: (block letters) | | | | | | | | |
| Eircode: | <table style="margin: auto; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 30px; height: 25px; display: inline-block;"></td> <td style="border: 1px solid black; width: 30px; height: 25px; display: inline-block;"></td> <td style="border: 1px solid black; width: 30px; height: 25px; display: inline-block;"></td> <td style="border: 1px solid black; width: 30px; height: 25px; display: inline-block;"></td> <td style="border: 1px solid black; width: 30px; height: 25px; display: inline-block;"></td> <td style="border: 1px solid black; width: 30px; height: 25px; display: inline-block;"></td> <td style="border: 1px solid black; width: 30px; height: 25px; display: inline-block;"></td> </tr> </table> | | | | | | | |
| | | | | | | | | |

I request that my name/and that of my spouse/civil partner who is residing with me/be entered on the register of electors in respect of those premises. I confirm that the following particulars in relation to me/and my spouse/civil partner who is residing with me/are correct.[#]

| Particulars of Civil Servant | |
|-------------------------------|--|
| Name: (block letters) | |
| Date of Birth: | |
| Daytime/Mobile Phone Number: | |
| E-Mail: | |
| Are you a citizen of Ireland? | |

| Particulars of Spouse/Civil Partner | |
|-------------------------------------|--|
| Name: (block letters) | |
| Date of Birth: | |
| Daytime/Mobile Phone Number: | |
| E-Mail: | |
| Are you a citizen of Ireland? | |

[#] Delete what does not apply.

| | |
|---|---|
| Edited Register: If you wish to be excluded from the edited Register, please tick (✓) the opt out box: | Opt out box <input type="checkbox"/> |
|---|---|

| | |
|-----------------------------|--|
| Signature of Civil Servant: | |
| Date: | |

Part B

Certificate

To be completed by the Secretary General of the Department of Foreign Affairs.

I certify that the person who has made the above statement is a qualified person within the meaning of section 12(1) of the Electoral Act 1992.

| | |
|---------------------------|--|
| Signature: | |
| Date Stamp of Department: | |

NOTES TO FORM SV 5

Statement for registration of a Civil Servant serving outside the State

1. The purpose of this form is to enable civil servants serving outside the State as members of diplomatic missions or consular posts and their spouses/partners to register as a postal voter. The form is for use in the period 15 February to 30 September each year in respect of the register of electors coming into force the following 15 February. If you wish to be included in the postal voters list for an election or referendum taking place before 15 February you should complete form SVS 5.

2. Civil servants who are serving outside the State as members of diplomatic missions or consular posts may only vote by post. Under section 12 of the Electoral Act 1992, the normal residence requirement for registration as an elector is modified in relation to such civil servants who may, for the purpose of registration as electors, be deemed to be ordinarily resident in the premises in the State in which, but for the requirements of their duties, they would be resident. The address of the premises must be notified to the registration authority concerned. This arrangement applies also to the spouse or civil partner of such a civil servant, if residing with him or her, but not to any other member of his or her household.

3. **Who Qualifies for Registration**
The following persons are qualified for registration as postal voters under this arrangement –
 - (a) a citizen of Ireland who has reached the age of 18 years and is a civil servant and a member of a diplomatic mission or a consular post and who, for the time being, because of the requirements of his or her duties, is serving outside the State, and
 - (b) the spouse or civil partner of such a civil servant, residing with him or her outside the State, who is also a citizen of Ireland and has reached the age of 18 years before polling day.

4. Application for Registration

Application for registration must be made each year. To apply, the civil servant must complete Part A of this form. The premises in the State would normally be the home or former home of the applicant and spouse/civil partner. The full postal address of the premises must be given. The certificate at Part B of the form must be completed by the Secretary General, Department of Foreign Affairs and Trade. The completed form should be forwarded to the registration authority, (the City, County or City and County Council) for the area in which the premises is situated, **not later than 30 September** in any given year to ensure inclusion in the register coming into force on the following 15 February.

5. Eircode

Eircode is the national postcode system for Ireland and comprises a unique 7-digit postcode which has been allocated to every address in Ireland.

6. Contact details

Your contact details are being sought in case the registration authority needs to contact you to clarify any details of the application.

7. Voting Arrangements

A person registered as an elector under these arrangements will be entered on the postal voters list and may vote by post only. At each election or referendum, a ballot paper and form of declaration of identity will be sent to him or her through the Department of Foreign Affairs. In order to vote, the elector must make a declaration of identity and mark the ballot paper, in secret, in the presence of a person authorised by the Secretary General, Department of Foreign Affairs. The declaration of identity and the ballot paper will be returned via the Department to the Returning Officer for the constituency in which you are a registered voter.

8. Edited Register - Two versions of the Register

Registration authorities are required to publish two versions of the register - the full register and the edited register. The full register lists everyone who is entitled to vote and can only be used for an electoral or other statutory purpose.

The **edited register** contains the names and addresses of persons whose details can be used for a purpose other than an electoral or other statutory purpose e.g. for direct marketing use by a commercial or other organisation. If you do not want your details and those of your spouse/civil partner to be included on the edited register, you should tick (✓) the **opt out box**. If you want your registration details, and those of your spouse/civil partner, to be included (i.e. available for non-statutory uses), you should leave the opt out box blank.

- 9.** It is an offence to submit a statement for registration on the register of electors as a civil servant serving outside the State in the name of another person or knowingly to give false or misleading information in relation to an application.